



Job Title: Deputy Town Clerk

Department: Town Clerk

Immediate

Supervisor: Town Clerk

Job Status: Regular, Full-Time	FLSA Status: Exempt	Town Status: Classified
Origination Date: 4/25/2010	Revision Date: 12/30/2013	

BRIEF DESCRIPTION OF THE JOB:

Under general direction, assists the Town Clerk in the execution of programs and activities of the department by performing a wide variety of technical, highly responsible and specialized administrative duties. Manages the operations of the Town Clerk department by overseeing and supervising clerical staff, developing office procedures, ensuring compliance with all town, state and federal laws, responding to constituent and staff issues and providing office administration oversight. Coordinates and manages a comprehensive town-wide records management program and performs related duties as assigned. Assists the Town Clerk with all election and budget activities. Serves as the Town Clerk in the absence of the Clerk.

ESSENTIAL FUNCTIONS:

Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed. The following do not identify all duties performed by any single incumbent.

Physical Strength Demands/Codes

S = Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
L = Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
M = Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly.
H = Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 – 20 pounds constantly.
V = Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 – 50 pounds constantly.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages clerical staff by planning, prioritizing and assigning tasks, ensuring policy and procedure compliance, and recommending staffing levels. Provides administrative direction in hiring, directing, supervising, counseling, training, developing, and evaluating department staff. Addresses employee concerns and problems, counsels and redirects staff as necessary, and conducts all direct report employee performance evaluations.
2	S	Oversees office administration by directing the preparation of agendas and minutes, recording of documents and publishing of public notices. Reviews written communication and documents for accuracy and supervises the regulatory license processes. Manages records requests, maintenance of records, retrieval of files and the preparation of reports.
3	S	Assists Town Clerk in all election activities. Monitors and reports legislative action related to elections and campaign finance. Monitors Campaign Finance reports and assists with Initiative, Recall and Referendum petition processes. Supervises the preparation and printing of election materials, ensuring compliance with election regulations; assists with ballot replacement and answering election related questions.



4	S	Coordinates the Town Records Management Program according to State statutes. Uses document imaging technology and various software applications to manage the life cycle of Town records. Develops and implements regularly scheduled records management training for town staff. Prepares and updates procedure manuals.
5	S	Interacts with citizens, management and staff on a variety of complex and sensitive issues for the purpose of coordinating and facilitating the agenda process and various Town Clerk functions.
6	S	Writes proclamations, news releases, public notices, letters to the community, website articles and other communication materials. Responds to inquiries from Town departments and the public regarding Council actions and prepares official letters of notification of action taken by Council. Prepares and submits routine, recurring and special reports, analyzes and makes recommendations.
7	S	Assists with the preparation and administration of the annual budget by assessing department needs, forecasting revenues and expenditures, authorizing payments as needed, implementing goals and objectives, monitoring expenditures for recommended adjustments and preparing and reviewing a variety of financial and statistical reports.
8	S	Performs all work duties and activities in accordance with department and/or Town policies and procedures.
9	S	Works in a safe manner and reports unsafe activity and conditions. Follows town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.



JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education	Bachelor's Degree in Business, Public Administration or related field.
Experience	Requires three years experience working in a municipal setting, including two years at the supervisory or management level; or, any equivalent combination of Formal Education and Experience sufficient to perform the Essential Functions.
Driver's License	Valid Driver's License required, Arizona Driver's License required within ten days of hire.
Preferred Skills and Certifications	IIMC Certified Municipal Clerk certification and Notary certificate. Budget experience, technical aptitude and records and information management experience.



PHYSICAL DEMANDS

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Continuously
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Making presentations <input checked="" type="checkbox"/> Observing work site <input checked="" type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with Co-workers
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment
Walking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site
Lifting	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files
Carrying	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files
Sitting	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input checked="" type="checkbox"/> Driving
Reaching	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> For supplies <input checked="" type="checkbox"/> For files
Handling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Paperwork <input checked="" type="checkbox"/> Monies
Kneeling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower Shelves/ground
Crawling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Under equipment <input type="checkbox"/> Inside attics/pipes/ditches
Other		

Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/Pulling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> File drawers <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input type="checkbox"/> Hoses
Climbing	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Stairs <input type="checkbox"/> Ladders <input checked="" type="checkbox"/> Step stools <input type="checkbox"/> Onto equipment
Vision	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer Screen <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Observing work site
Foot Controls	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Driving <input type="checkbox"/> Operating heavy equipment <input checked="" type="checkbox"/> Operating dictaphone
Balancing	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> On ladders <input type="checkbox"/> On equipment <input checked="" type="checkbox"/> On step stools
Bending	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Crouching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Hearing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public <input checked="" type="checkbox"/> Listening to equipment
Twisting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle
Talking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, general office supplies, computer, printer, scanner, calculator, telephone, postage meter, vehicle, Standard Microsoft Windows and Office software, department and town specific software, and the Internet.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Physical Danger or Abuse	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	
24 Hour Shift Work	
Work on Holidays	X
Work on Weekends	X
Typical 40 Hour Work Week	X
Overtime	X
Call Out	

PROTECTIVE EQUIPMENT REQUIRED:

N/A



NON-PHYSICAL DEMANDS:

N = Never Never Occurs	R = Rarely Less than 1 hour/week	O = Occasionally Up to 1/3 of the time	F = Frequently From 1/3 to 2/3 of the time	C = Continuously 2/3 or more of the time
NON-PHYSICAL DEMANDS				
Time Pressures				C
Emergency Situations				N
Frequent Change of Tasks				C
Irregular Work Schedule/Overtime				O
Performing Multiple Tasks Simultaneously				C
Working Closely with Others as Part of a Team				F
Tedious or Exacting Work				O
Noisy/Distracting Environment				R
Performing Mathematical Calculations				O
Supervision and/or Managerial				C

EXPECTED BEHAVIOR:

The incumbent is expected to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Active participation in teamwork
- ◆ Strong safety principles and safety awareness
- ◆ Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE A MEMBER OF THE HUMAN RESOURCES DEPARTMENT

The Town of Sahuarita, Arizona is an Equal Opportunity Employer.

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